#### HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, January 21, 2014 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling and Greshay

**MEMBER EXCUSED: Marsik** 

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human

Resources Analyst; James Mielke, Dodge County Administrator; Angela Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy; Jane Hooper, Clearview Administrator; Bernadette Mueller,

**Director of Child Support.** 

Meeting called to Order by Chairperson Maly at 10:00 a.m.

Roll call was taken. All members present except Marsik who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Ballweg to approve the minutes of the January 7, 2013 regular meeting of the Human Resources and Labor Negotiations Committee with the amendment of the first paragraph on the top of page 2 to read, "Motion called. Frohling and Greshay voted yea and Ballweg, Maly, and Marsik voted nay. Motion failed." Second by Frohling to approve the amended minutes. Motion carried.

Hooper presented a request that the Medical Director and Physician both receive a 2.5% increase in pay effective on January 1, 2014. Hooper explained that these two employees work part-time filling one full-time position. These positions are not on the current labor grade structure and therefore she must make a request before this Committee for increases in pay. Hooper explained that these increases were included in the 2014 budget and that she has discussed this with the Health Facilities Committee.

Motion by Greshay to approve the request as presented. Second by Frohling. Motion carried.

Mueller presented a request for additional donation of sick time for an employee of her department who continues to be on a leave of absence for her own serious health condition. Mueller stated that this employee will be running out of the donated sick time previously donated. Eske stated that at this time there is no indication as to when she will be back to work and that she is waiting for a response from the long term disability insurance company if she will be approved or not. Eske explained that if she is approved then the donated sick time will not be

used and she will be paid through long term disability insurance. Greshay inquired about the guidelines and procedure for donations of sick time. Rains explained the guidelines and procedure.

Motion by Ballweg to approve the request for donations of sick time under the established guidelines and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried.

Rains informed the Committee that he has a meeting scheduled on January 28, 2014 to meet with a representative from Delta Dental regarding the possibility of an open enrollment. He stated he will ask about the possibility of a delayed effective date for coverage and will report back at the next meeting.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of the Personnel Requisitions.

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried.

- One (1) Child Support Specialist I Enforcement, Child Support Department
- One (1) Public Health Technician F. T., Human Services & Health Department
- One (1) Dodge County 4-H Youth Dairy & Livestock Summer Intern, UW Extension Department

Leaves of Absence: Rains explained a request for military leave from an employee of the Sheriff's Department.

Motion by Greshay to approve the leave as requested. Second by Frohling. Motion carried.

An employee of the Sheriff's Department – Patrol Division, Unpaid Military Duty from 01-09-14 to 03-01-15.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: John L. Gallenbeck, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$26.30, Pay Grade SSU04, Step 3M18 effective 01-02-14. NEW HIRE: None. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Joseph M. Meagher, Emergency Management Deputy Director, Emergency Management Department at \$27.04, Pay Grade DC09, Step ST02 effective 01-25-14; Amy B. Nehls, Emergency Management Director, Emergency Management Department at \$30.14, Pay Grade DC11, Step ST01 effective 01-25-14; Logan J. Griffith, Custodian II – F.T., Physical Facilities Department at \$12.96, Pay Grade DC02, Step ST01 effective 01-02-14; Anthony L. Muhle, Maintenance II, Physical Facilities Department at \$18.25, Pay Grade DC03, Step S09B effective 01-01-14. STEP INCREASE: Chelsea A. Nehls, Deputy Clerk, Clerk of Courts Department at \$19.04, Pay

Grade DC04, Step ST06 effective 04-11-14; Karen S. Schultz, Administrative Assistant, Corporation Counsel at \$19.65, Pay Grade DC05, Step ST03 effective 01-04-14; Paula R. Justman, Legal Assistant (Job Share), District Attorney Department at \$19.28, Pay Grade DC04, Step S07A effective 01-02-14; Heidi M. Villwock Bartelt, Family Court Counselor, Family Court Counseling Department at \$26.66, Pay Grade DC06, Step S12A effective 02-13-14; Lori M. Fett, Administrative Assistant Finance, Finance Department at \$19.52, Pay Grade DC04, Step S07B effective 01-22-14; Carrie A. Lagerman, Administrative Assistant Finance, Finance Department at \$19.52, Pay Grade DC04, Step S07B effective 03-06-14; Eileen L. Lifke, Assistant Finance Director, Finance Department at \$29.02, Pay Grade DC10, Step ST02 effective 01-01-14; Shawn R. Boeder, Excavator Operator, Highway Department at \$22.30, Pay Grade DC05, Step S08B effective 02-13-14; Wallace A. Fett, Foreman, Highway Department at \$24.36, Pay Grade DC07, Step ST04 effective 02-01-14; Shawn A. Hundt, Equipment Operator, Highway Department at \$22.04, Pay Grade DC05, Step S08A effective 02-07-14; Joseph A. Novotny, Equipment Operator, Highway Department at \$22.04, Pay Grade DC05, Step S08A effective 01-31-14; Gary J. Schulz, Engineering Technician VI, Highway Department at \$25.64, Pay Grade DC07, Step ST06 effective 03-06-14; Michael G. Baskfield, Counselor III, Human Services & Health Department at \$27.24, Pay Grade DC07, Step S09A effective 02-26-14; Edith R. Bolstad, Typist II, Human Services & Health Department at \$17.39, Pay Grade DC02, Step S14A effective 02-22-14; Erin E. Bussian, Senior Social Worker, Human Services & Health Department at \$29.23, Pay Grade DC08, Step S08B effective 02-08-14; Heather M. Ehrlich, Economic Support Specialist II, Human Services & Health Department at \$19.12, Pay Grade DC05, Step ST02 effective 03-05-14; Sara J. Gaska, Psychiatric Therapist II, Human Services & Health Department at \$27.04, Pay Grade DC09, Step ST02 effective 01-13-14; Rhonda S. Hundt, Senior Social Worker, Human Services & Health Department at \$29.23, Pay Grade DC08, Step S08B effective 02-08-14; Kenneth P. Kamps, Division Manager-Fiscal & Support, Human Services & Health Department at \$37.93, Pay Grade DC14, Step ST02 effective 01-29-14; Stephanie M. Levenhagen, Nutrition Program Manager, Human Services & Health Department at \$28.20, Pay Grade DC07, Step S10B effective 02-05-14; Melanie M. Macdonald, HS Supervisor-Aging Services, Human Services & Health Department at \$32.29, Pay Grade DC09, Step S09B effective 02-12-14; Pennylyn Minnig George, Senior Social Worker, Human Services & Health Department at \$29.23, Pay Grade DC08, Step S08B effective 02-03-14; Sallie J. Oechsner, Senior Social Worker, Human Services & Health Department at \$28.88, Pay Grade DC08, Step S08A effective 01-11-14; Karen A. Pearson, HS Supervisor - Fiscal & Support, Human Services & Health Department at \$27.04, Pay Grade DC09, Step ST02 effective 02-21-14; Mary P. Rosecky, RN Public Health, Human Services & Health Department at \$30.62, Pay Grade DC08, Step S10B effective 01-01-14; Corey D. Roth, Senior Social Worker, Human Services & Health Department at \$26.45, Pay Grade DC08, Step ST04 effective 02-05-14; Carol A. Schwab, WIC Project Director, Human Services & Health Department at \$29.58, Pay Grade DC08, Step S09A effective 01-01-14; Traci L. Sobstad, Social Worker II, Human Services & Health Department at \$23.08, Pay Grade DC07, Step ST02 effective 02-14-14; Danelle Sunderland, Typist II, Human Services & Health Department at \$17.39, Pay Grade DC02, Step S14A effective 03-23-14; Jackie L. Vincent, Typist II, Human Services & Health Department at \$13.18, Pay Grade DC02, Step ST02 effective 03-18-14; Vicki J. Zimmerman, ADR Specialist I, Human Services

& Health Department at \$20.18, Pay Grade DC05, Step ST04 effective 01-21-14; Jon G. Duckert, Conservation Technician, Land Conservation Department at \$26.66, Pay Grade DC06, Step S12A effective 03-04-14; Chad R. Riter, Jail Supervisor – 2<sup>nd</sup> Shift, Sheriff's Department – Jail Division at \$30.13, Pay Grade DC08, Step S09B effective 03-09-14; Debra A. Struve, Typist III, U.W. Extension Department at \$15.16, Pay Grade DC03, Step ST02 effective 03-04-14. NON-SCHEDULED INCREASE: Victor W. Caceres, M.D., Staff Physician, Clearview at \$65.57, effective 01-01-14; Charles W. Frinak, M.D., Medical Director, Clearview at \$72.89 effective 01-01-14.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

### **HR Director's Report**:

- a) <u>Disciplinary Actions</u>: Rains informed the Committee that an employee of the Sheriff's Department signed a Last Chance Agreement. Rains explained that the Sheriff was preparing to file charges with the Law Enforcement Committee and that prior to finishing the investigation and filing the charges, the County offered the employee a last chance agreement. He explained that the agreement will be in effect for two (2) years and includes a performance improvement plan.
- b) <u>Grievances and Arbitrations</u>: Rains informed the Committee that Sheriff's Department management received a grievance from a member of the Sworn Unit regarding a short notice call in. Rains informed the Committee that the Sheriff and Chief Deputy worked out a resolution to the grievance.

Rains informed the Committee that no date for the Sheriffs Sworn step increase arbitration has been determined.

Rains informed the Committee that he is waiting to hear back from Arbitrator Bill Houlihan to confirm he will be able to serve as the Independent Hearing Officer in the matter regarding termination of employment at Clearview.

## Future Agenda Items:

Discussion and consideration of an open enrollment period for the Dental Insurance. Discussion regarding the Health Insurance consultant.

#### **Closed Session:**

Motion by Greshay, second by Ballweg to convene into Closed Session. Before voting on the motion, Chairperson Maly announced to all present that the reason for convening into closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining. The meeting is closed pursuant to Sections 19.85(1)(e) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:35 a.m.

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE - 01/21/14

# **Open Session:**

Motion by Frohling, second by Greshay to reconvene into open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:00 a.m.

## **Future Meeting Dates and Times:**

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: February 4, 2014 and February 18, 2014 at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:01 a.m.

Richard Greshay, Secretary

Donna Maly, Chairperson

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

#### HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on January 21, 2014 held in the Administration Building, Room 4C.

MEMBERS PRESENT: Maly, Ballweg, Frohling and Greshay

**MEMBERS EXCUSED: Marsik** 

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Nancy Pirkey, Labor Attorney, Buelow Vetter Buikema Olson & Vliet, LLC via conference call.

Motion by Greshay, second by Ballweg to convene into Closed Session. Before voting on the motion, Chairperson Maly announced to all present that the reason for convening into closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining. The meeting is closed pursuant to Sections 19.85(1)(e) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:35 a.m.

The Committee discussed negotiating strategies for collective bargaining.

Motion by Frohling, second by Greshay to reconvene into open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:00 a.m.

Richard Greshay, Secretary

Donna Maly, Chair

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